

## SEMINOLE COUNTY GOVERNMENT AGENDA MEMORANDUM

**SUBJECT:** Amend The Adopt-A-Park Administrative Code

**DEPARTMENT:** Leisure Services

**DIVISION:** Parks and Recreation

**AUTHORIZED BY:** Joe Abel

**CONTACT:** Kathryn Clifford

**EXT:** 2001

**MOTION/RECOMMENDATION:**

Adopt and authorize the Chairman to execute a resolution amending Seminole County Administrative Code, Section 28.5 Adopt-A-Trailhead to become Section 28.5 Adopt-A-Park as amended.

County-wide

Joseph R. Abel

**BACKGROUND:**

The County's present Administrative Code, Section 28.5 has been established as an Adopt-A-Trailhead Program and is only inclusive of the trailheads along the County's trail system. The ammendment to the Code will allow for a more comprehensive program to include all of the County's Leisure Services parks, natural lands, and trail system.

This ammendment was presented to the Leisure Services Advisory Committee at their November 19, 2008 meeting and a recommendation to move the item forward to the Board of County Commissioners for approval was unanimously approved.

**STAFF RECOMMENDATION:**

Adopt and authorize the Chairman to execute a resolution amending Seminole County Administrative Code, Section 28.5 Adopt-A-Trailhead to become Section 28.5 Adopt-A-Park as amended.

**ATTACHMENTS:**

1. Adopt-A-Park Proposed Administrative Code Change

**Additionally Reviewed By:**

☒ County Attorney Review ( Ann Colby )



**COUNTY ATTORNEY'S OFFICE  
MEMORANDUM**

To: Joseph R. Abel, CPRP, Director, Leisure Services  
From: Sharon J. Sharrer, Executive Assistant, extension 7257 *sjs*  
Date: November 4, 2008  
Subject: Administrative Code – Adopt-A-Park

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Attached are the proposed Section 28.5 of the Seminole County Administrative Code and the amending Resolution. Please note that the proposed Section 28.5 must be attached to the Resolution when placing on the BCC Agenda.

Please follow the procedures outlined on the updated Resolution Adoption Guidelines and feel free to contact me should you have additional changes or questions. Thanks.

Attachment:  
Resolution  
Proposed Section 28.5  
Resolution Adoption Guidelines

THE FOLLOWING RESOLUTION WAS ADOPTED BY THE  
BOARD OF COUNTY COMMISSIONERS OF SEMINOLE  
COUNTY, FLORIDA, AT THEIR REGULARLY SCHEDULED  
MEETING ON THE \_\_\_\_ DAY OF \_\_\_\_\_, 2008.

WHEREAS, Seminole County Ordinance No. 89-28 created the  
Seminole County Administrative Code; and

WHEREAS, Seminole County Resolution Numbers 89-R-438 and 05-  
R-151 adopted the Seminole County Administrative Code; and

WHEREAS, the Seminole County Administrative Code needs to be  
amended from time to time to reflect changes in the administration  
of County government; and

WHEREAS, the Board of County Commissioners desires to amend  
sections of the Seminole County Administrative Code to amend the  
policy for adopting trailheads to include parks and natural lands,

NOW, THEREFORE, BE IT RESOLVED BY THE BOARD OF COUNTY  
COMMISSIONERS OF SEMINOLE COUNTY, FLORIDA THAT,

The Seminole County Administrative Code is hereby amended by  
revisions, additions, and deletions to Section 28.5, "Adopt-A-  
Park", as more particularly described in the attachment.

ADOPTED this \_\_\_\_\_ day of \_\_\_\_\_, 2008.

ATTEST:

BOARD OF COUNTY COMMISSIONERS  
SEMINOLE COUNTY, FLORIDA

\_\_\_\_\_  
MARYANNE MORSE  
Clerk to the Board of  
County Commissioners of  
Seminole County, Florida.

By: \_\_\_\_\_  
BRENDA CAREY, Chairman

Date: \_\_\_\_\_

Attachment:

Section 28.5

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## SECTION 28. LEISURE SERVICES

### 28.5 ADOPT-A-TRAILHEADPARK

**A. PURPOSE.** The Seminole County Parks, Natural Lands, and Trails System currently consisting of the Cross Seminole Trail, the Crossings Trail and the Seminole Wekiva Trail is rapidly expanding through an aggressive construction program over 8,000 acres of parks and natural lands, and over 80 miles of paved and unpaved trails supported by the residents of Seminole County by referendum vote in 2000. To encourage volunteer and fundraising activities in support of Seminole County parks, specifically, Seminole County Trails, natural lands and trails, the County desires to establish a program whereby organizations and groups can perform special projects and fund enhanced amenities at the County's parks, natural lands and trailhead locations.

**B. POLICIES AND PROCEDURES.** The Director of the Department of Leisure Services is authorized to administer the Adopt-A-TrailheadPark Program. Policies and procedures governing the Adopt-A-TrailheadPark Program shall be incorporated in the Parks & Recreation Division's Leisure Services Department Operating Manual and be consistent with other Department policies and procedures applicable to volunteer programs.

#### **C. FACILITIES.**

—— (1) Cross Seminole Trail Black Hammock Trailhead (State Road 426 & State Road 419)

—— (2) Crossings Trail (Rinehart Road and Lake Mary Boulevard)

—— (3) Seminole Wekiva Trail San Sebastian Trailhead (Sanlando Park Softball Complex)

—— (4) Seminole Wekiva Trail Markham Trailhead

—— (5) Flagler Trail (Chuluota Road & Osprey Trail Road)

**C. PROGRAM MANAGEMENT.** The administration, coordination, permitting and record keeping will be accomplished through the Administrative Offices, with the Special Projects Program Manager serving as the Adopt-A-Park Program Manager. Some of the responsibilities include:

- (1) Explain program to interested organizations.
- (2) Secure an executed permit from an adopting organization.
- (3) Schedule the project(s) to be done by an organization.



- (4) Schedule equipment necessary for project completion.
- (5) Supervise disbursement and return of items provided by the County.
- (6) Provide analysis and reports to the Board of County Commissioner and Director of Leisure Services as required.
- (7) Coordinate creation, placement and maintenance or appropriate signage designating the Adopt-A-Park program at locations as designated.

**D. AUTHORITY.** Resolution 2007-R-42 adopted March 13, 2007  
Resolution 2003-R-120 adopted July 22, 2003

## **ADMINISTRATIVE CODE RESOLUTION ADOPTION GUIDELINES**

- (1) The County Attorney's Office (CAO) will prepare the proposed code changes and Resolution.
- (2) The Resolution and an "underlined and struck-through" version of the code amendments will be provided to the Department for placement on the BCC agenda.
- (3) The Department will scan the Resolution and "underlined and struck-through" version of the code amendments and attach the documents to their SCI.Net agenda item.
- (4) The Department should ensure that a representative is at the BCC meeting.
- (5) The Department shall inform the CAO when the agenda item will appear on the BCC agenda.
- (6) The CAO will retain the original Resolution until it is adopted by the Board of County Commissioners and the CAO will incorporate any changes the Board may request.
- (7) The CAO will submit the Resolution to the County Manager's Office, along with the required Document Action Form, for coordinating signatures and recording.
- (8) The CAO will provide the updated section(s) of the Administrative Code to the requesting department, County Commissioners, County Manager's Office, and Assistant County Attorneys.
- (9) The CAO will coordinate with IT for the updates to the Web (Internet and Intranet).